SECRET
Approved For Release 2006/04/13 : CIA-RDP72-00039R000100210001-5

29 March 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Records Board Review of Security Survey of Suitland

1. As requested [redacted] 25X1
The Records Management Board did review the Survey the Office of Security made of the Federal Records Storage facilities in Suitland. The Records Board concurred in the Security recommendation 25X1
[redacted] to GSA for storage in the Federal Records Center.

2. Also, the members of the Board raised these related questions: "If we consider Suitland unsuited for Agency records, is it secure for records from other USIB agencies, and should the Board alert USIB Security to the Survey results?" These questions were given to a sub-committee for study and recommendations.

3. That sub-committee, of DDP and DDS representatives to the Board, conferred with CI Staff and Office of Security. They reported back to the Records Board that the concern for Agency records included sensitivity to publicity and protection of sources and methods. The Agency concern did not equally relate to USIB documents for which the physical security at the Suitland Center was considered to be adequate. The several bomb threats at Suitland in recent months have resulted in even tighter security procedures there. Finally, the Agency Director of Security is an officer on the USIB Security Committee and is cognizant of the Survey content.

4. The Agency Records Management Board voted to concur in the Security Survey findings and recommendations and not to propose any USIB action based on the subject Survey. Also the Board recommended no further action be taken with the subject Survey. 25X1

[redacted]
Chairman
CIA Records Management Board

Attachment: Security Study

25X1 DDS/SSS/RAB, [redacted] (29 Mar. 71)

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[redacted]		
2			
3			
4	- FILE		
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Although this GSA news release does not say much you may wish to call it to someone's attention.

Also, you may wish to send a copy to Security and the Public Relations Office because of the brief reference to CIA records at Suitland mentioned on page two; second paragraph. I have no knowledge of or contacts in the GSA public relations office.

Called [redacted] - sent copies and [redacted] (to each) 6/30/70

[redacted]

CIA Records Administration Officer

DATE 6/30/70

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FORM NO. 237 Use previous editions (40)

* U.S. GOVERNMENT PRINTING OFFICE : 1961 O—587282

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Sys Records

TRANSMITTAL SLIP	30 JUN 1970

TO: Executive Officer - DD/S

ROOM NO.	BUILDING
7 D 24	Headquarters

REMARKS:

Ed:

Attached is a copy of GSA News Release mentioned via phone. I told Jake Goodwin and [redacted] the same thing I told you and sent copies to each of them. 25X1

RHW

25X1

TRANSMITTAL SLIP	30 JUN 1970

TO: Mr. Goodwin

ROOM NO.	BUILDING
1 F 04	Headquarters

REMARKS:

Attached FYI is a copy of the GSA News Release I described to you over the telephone. I also informed [redacted] in the Office of Security and sent him a copy. 25X1

[redacted] 25X1

C/SSS/DDS

25X1

FORM NO. 241 1 FEB 55 REPLACES FORM WHICH MAY BE

(47)

TRANSMITTAL SLIP	DATE JUN 1970

TO: Acting Deputy Director of Security

ROOM NO.	BUILDING
4 E 60	Headquarters

REMARKS:

Vic:

Attached is a copy of the GSA News Release I described over the telephone. Copies have been sent to Mr. Goodwin and DD/S.

RHW

25X1

Approved For Release 2006/04/13 : CIA-RDP72-00039R000100210001-5

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

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GSA News Release

UNITED STATES GOVERNMENT
GENERAL SERVICES ADMINISTRATION

Office of Information — Room 6128 — 18th and F Streets, NW. — Washington, D.C. 20405 — (202) 343-4511

29 JUN 1970

For Release At Will

GSA #4750

GSA's Suitland Records Center

Saves $11 Million Per Year

It is a clean, handsome brick building, barely two years old. It cost a cool $11,800,000-- yet in a year it had almost paid for itself.

This is General Services Administration's Federal Records Center in Suitland, Maryland, which contains 2.8 million cubic feet of records, more than any other center in the world, though only 10 per cent of the total stored by the Government.

Imagine, 2.8 million cubic feet! It is easier to visualize if you think of all those records on shelves which, if placed end to end, would stretch 400 miles. At Suitland, however, they are in a compact 20 acres, half on each of the building's two levels.

If agencies retained these records in their buildings, it would cost $4.43 per cubic foot each year for the space, maintenance and filing equipment. At Suitland, where records are in inexpensive cardboard boxes stacked on 14 tiers of shelves reaching almost to the ceiling, the cost is a mere 29 cents per cubic foot each year.

Multiply the saving per foot, $4.14, by 2,800,000 and the total annual saving is $11,592,000.

The beauty of the system is that the records are accessible. Gordon L. Williams, manager of the Suitland center, and his staff of 218 people receive 4,000 requests a day for records and information. Generally, requests are handled within 24 hours.

Most of the requests are from Federal agencies, but private citizens and corporations also rely on the center.

All sorts of things are stored at Suitland-- old income tax returns, canceled money orders, birth certificates or adoption papers of people applying for passports, and other records created in the every-day business of the Government which agencies like to keep handy.

As new records arrive, the old material is constantly weeded. The center disposes of about 100,000 cubic feet a year.

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-MORE-

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In one of the 20 stacks (each occupies an acre) the temperature is kept at 68 degrees, the humidity at 50. Magnetic tape is stored there, including films of the moon shot and other space programs.

There's also a stack from which visitors are barred. Inside, there are vaults within vaults, the better to protect the records of such agencies as the Central Intelligence Agency. To work there, an employee needs a top secret clearance.

Across the hall from that stack is a sign posted by a locked door: "Macerator Room." Beyond the door is a machine that, well, macerates. It shreds classified documents and compresses them into bales. They are then sold as waste paper.

To keep track of what it has in storage, the center maintains a master list. This is a massive volume of more than 3,200 pages, with 24 entries per page or a total of some 76,000.

An entry is not merely one document or one manual. One entry may occupy as much as 2,000 cubic feet. Obviously, then, the master list alone is not always specific enough to trace a record. There are other files in the building in which large entries are broken down.

In the past, pests were quite a problem when the records now under one roof at Suitland were in five buildings in Alexandria and Franconia, Virginia. In addition to rats and mice, there were pigeons and even possums.

The new center, however, has pest control equipment. It is not necessary to employ a Federal Cat.

6/23/70

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Miriam -

May we please pull back the two papers on records which I gave Mr. B to read but he had not time to do

He also asked that we check his box for action items he might have overlooked (not the Modern one which he stands to hold

JWC

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STAT

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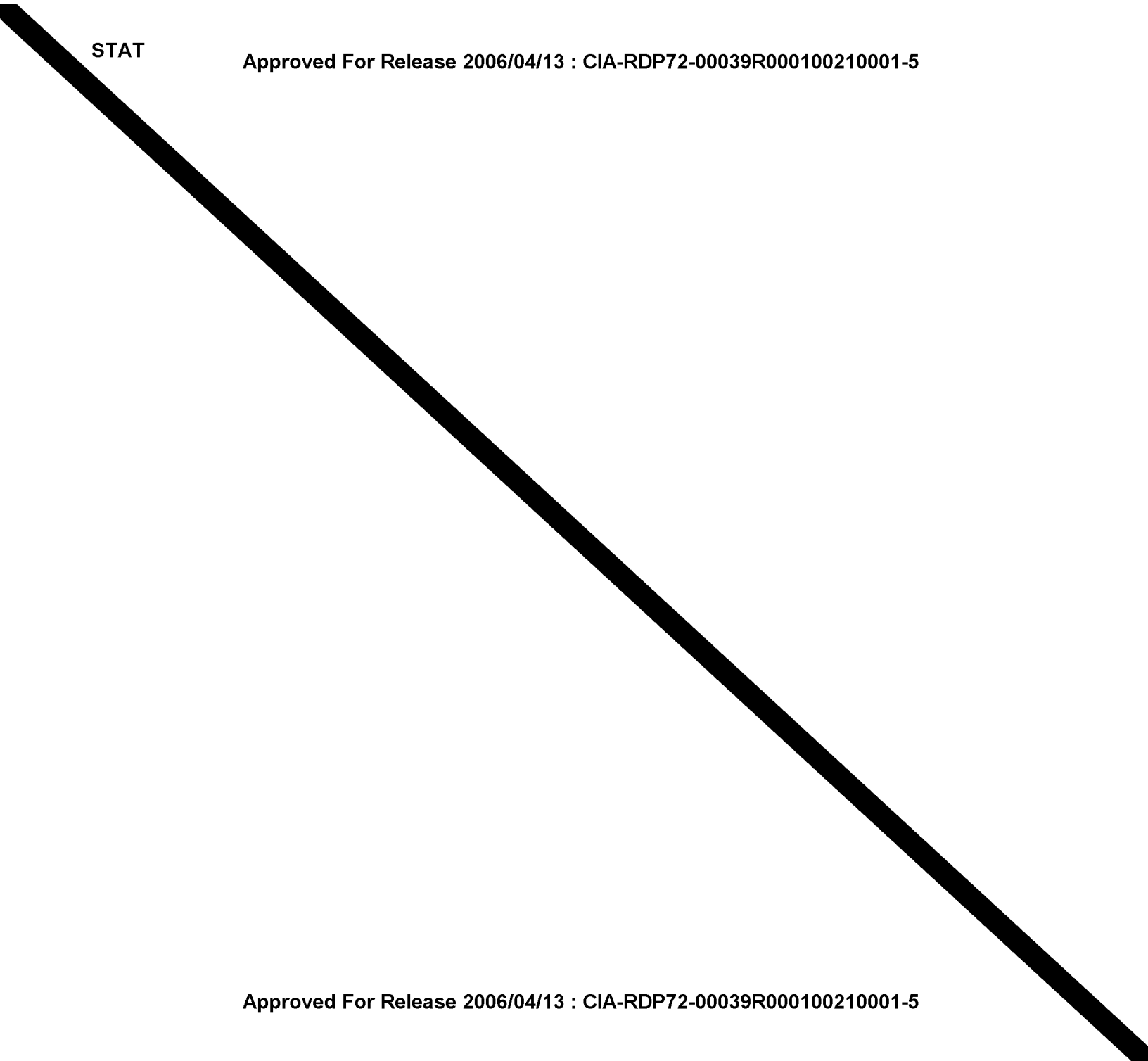

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25X1

0 [illegible] 1971

MEMORANDUM FOR: [redacted]

Ole cleaning out my safe
I found this old turkey -
Suggest you integrate this
documents with your "Mucas-
fib" on the subject - If
there are duplicates - then
destroy!

25X1 [redacted]

3 Dec 71
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED. (47)

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25X1

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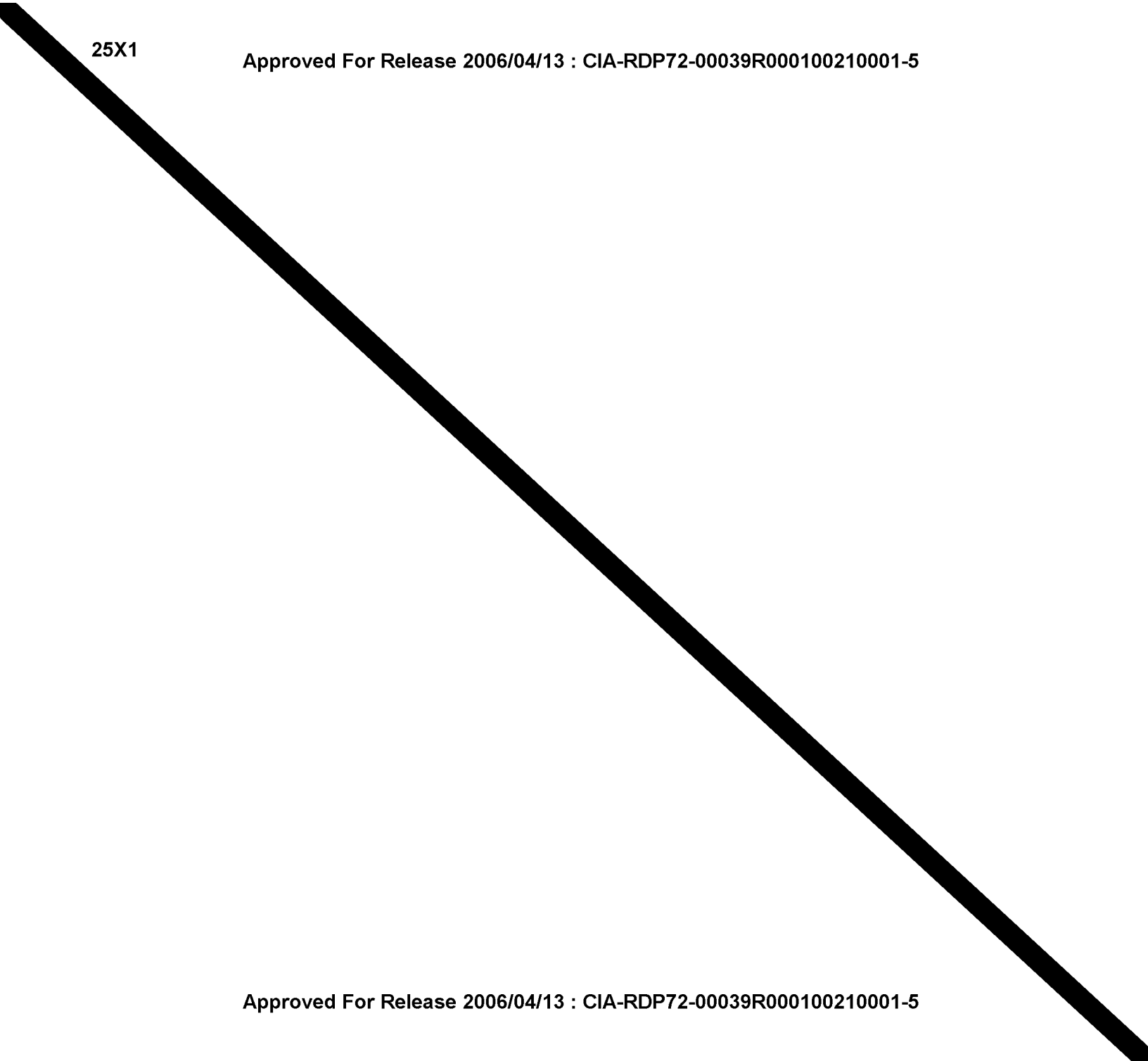

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